**COURSE TEXTBOOK LIST INFORMATION**

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| ***FACULTY INSTRUCTIONS*** |  | ***STUDENT INSTRUCTIONS*** |
| *For each semester taught, faculty should complete and submit a new form each time the course is taught and returned. Forms are due by the first day of registration for a given term.* ***DESKCOPY*** *– ordered by faculty and adjuncts at a $200 max for 1st time use of text per course.  Please fill out an Expense Reimbursement Form, attach all actual / delivered receipt or invoices, return via email or mail, and this should be reimbursed with your first stipend payment (or next payroll payment)* |  | *Students may acquire textbooks by ordering online via Amazon or other book retailer and having books shipped to them. Regardless of shopping / ordering method, students may check Cokesbury online for discount on text and certain texts may be sent free delivery.*  |
| **COURSE INSTRUCTOR(s)** | Thomas Hoffman |
| **COURSE NUMBER & SECTION(s)** | PCM 367 |
| **COURSE NAME** | Organizing to Beat the Devil: Spiritual Practice of Church Administration |
| **COURSE SEMESTER & YEAR**  | Spring 2024 |
| **DATE OF SUBMISSION** | 10/26/2023 |

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| **REQUIRED TEXTBOOKS LIST** |

BOOK TITLE *and* EDITION*(include subtitle if applicable)* | AUTHOR(S) | # of pages *to be read* | PUBLISHER *and* DATE | *13-Digit* ISBN | LIST PRICE*(est)* |
| 1 | AdMinistry: The Nuts & Bolts of Church Administration | Tumblin, Thomas |  | Abingdon, 2017 | Kindle - <https://www.amazon.com/AdMinistry-Nuts-Bolts-Church-Administration/dp/1426727003> |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
|  | **TOTAL** *Number of Pages to Be Read* |  |

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| **RECOMMENDED TEXTBOOKS LIST** |

BOOK TITLE *and* EDITION*(include subtitle if applicable)* | AUTHOR(S) | # of pages *to be read* | PUBLISHER *and* DATE | *13-Digit* ISBN | LIST PRICE*(est)* |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
|  | **TOTAL** *Number of Pages to Be Read* |  |